



ANTIOCH PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES

I. The regular meeting of the Board of Trustees of the Antioch Public Library District was called to order by President Thomas Hausman Tuesday, August 30, 2022 at 7:11 p.m. in the Schroeder Room at the Library.

Present:

- **Library Board Members: Paul Hettich, Susan Moore, Chris Riter, Ann Kakacek, Becky Masik and Thomas Hausman**
- **Absent Board Members: Courtney Kotloski,**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Becky Jacobson and Sam Langford**
- **Citizens: Graham Harwood, Cristina Bomben Allegrini**

I. Secretary's Report/Approval of Minutes of Last Meeting

Chris Riter moved and Paul Hettich seconded a motion to approve the July 26, 2022 Minutes of the Antioch Public Library District Board of Trustees. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; and Thomas Hausman, aye.

Susan Moore moved and Ann Kakacek seconded a motion to approve the July 11, 2022 Fundraising Committee Meeting Minutes. Becky Masik, aye; Ann Kakacek, aye; Susan Moore, aye; Chris Riter, aye; Paul Hettich, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Ann Kakacek moved and Paul Hettich seconded a motion to approve the bills and payroll for the month of August 2022. On a roll call vote: Becky Masik, aye; Ann Kakacek, aye; Susan Moore, aye; Chris Riter, aye; Paul Hettich, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

No report

V. President's Comments

Tom had another shot in his left eye on Friday. Hopefully by spring he will have a reasonable amount of sight left to be able to drive. On the 1st of October his oldest granddaughter is getting married and he is walking her down the aisle.

VI. Notices and Communications

A. Property Assessment Appeals

We have received some property assessment appeals, including one from Menards. This is because the TIF District is expiring. At the advice of our lawyer, we will not intervene; the school districts probably will because they stand to lose more money.

B. Donation Letter from Antioch Library Friends

Laura & Marilyn are the co-presidents of the Friends. Jennifer read the letter from them asking the Board Members to donate for a basket or gift to be auctioned at the fundraiser on October 15. Becky Masik reminded everyone that she is on the Fundraising Committee and can liaise with that donation.

Tom suggested we amend the agenda to move to item IX. Susan moved, Chris seconded.

Aye: Paul Hettich, Chris Riter, Susan Moore, Ann Kakacek, Becky Masik, Tom Hausman

VII. Library Director's Report

A. Overview of Reports

(Meeting suspended 8:34 p.m-8:44 p.m.)

The Library has been very busy. The intergovernmental agreements with D117 & D34 are now in effect. A couple of weeks ago, we did 400

library cards, in a span of time when we would normally do 10. Therefore, it has been very busy. We are doing many interviews; we have interviewed for the Children's Associate, the Page, and the Teen Assistant. We will soon be interviewing for the Circulation Assistant and the full-time Workshop Associate. The Teen desk will be staffed after 3 p.m. on weekdays and on the weekends. We are currently planning our November in-service, which will probably be offsite due to space. We had an all-staff meeting on August 11 at the pavilion. We are getting ready for the audit (the week of September 26). Jennifer just finished the IPLAR. Jennifer will be on vacation from September 7-17 on Prince Edward Island.

B. Fundraising Committee Report

Activities kick off this Thursday, September 1. We are looking to raise \$59,000 for the garden. The website will go live on Thursday.

There are three separate, but related, fundraising activities:

1. We are selling parts for the garden: plants, bricks and benches. We hope to be able to reuse the existing bricks. If there are some that are damaged, we will pick up the cost to engrave them again. We are hoping to sell 150 small and 75 large to make the numbers. However, we have more bricks than we would probably sell. The budget goals seem attainable.
2. We are also having a Speakeasy fundraising event on Saturday, October 15. Tickets will go on sale Thursday as well. Tickets for the Speakeasy Event cost \$50 for an individual, \$350 for a table. The tickets include food from restaurants in Antioch. There will also be a cash bar with signature drinks. There will be a live cake auction. Antioch Library Friends will be doing a silent auction; they have four businesses committed to donating baskets and more will come. There will be a "bookie" station where things can be paid for.
3. The last component of fundraising is going to be the penny jar project. We have mason jars that kids can decorate and use to collect their change. They will bring them to the State Bank of the Lakes (SBOTL), the bank will give them a coupon to bring back to the Library, and they will be entered for a prize. The children's jars will be used to fund a wind art sculpture, which the kids will vote on.

The garden walk project is separate from the building project; we did not budget for the garden walk in the referendum. It is also a way to get the community more involved in the project. Jennifer handed out a tri-fold explaining the garden walk sponsored items, as well as the Speakeasy flier. Everything can be done online—register for the event or sponsor a garden item.

C. Personnel Changes

None

VIII. Public Comment

A. Board Corner

Paul was glad the VFW is treating us well, and will be donating bricks for the scout troops, the American Legion and the VFW. He is looking forward to attending the Speakeasy.

Tom will mention the Speakeasy event at the Rotary and the bricks too. Chris appreciates all the work the staff is doing; his family will be buying a brick.

Susan also thanked the staff for the fundraising efforts.

Ann said she was glad Graham and Cristina enjoyed working with the contractors.

Becky Masik said that she also appreciates staff. Becky also has potential Eagle Scout projects in conjunction with the garden walk. She will work with Paul to get the word out about these projects.

Becky Masik said that she was wondering if Tom would like the roses on the garden walk to be dedicated to him in honor of his retirement. Chris expressed his support of this idea. Tom said he would like that kind of recognition, instead of a gift.

Susan said Tom's entries in the County Fair were beautiful. He won two best of shows.

B. Citizen's Comments

No comments.

C. Staff Comments

No comments.

D. Friends Report

We are pleased they are taking on the silent auction to keep them busy while their space is being reconfigured.

IX. Unfinished Business

A. Capital Improvement Project

- i. Progress, Schedule, Upcoming Activities, Budget, Change Order, Alternates, Vending Machines, Discussion & Dedication Plaque Discussion**

Graham introduced Cristina, and said that she has been helping Marc. Graham was excited to see the project is coming together. The shell is completed and enclosed. Roof will be watertight within the next two weeks. Masonry is complete. Shed is complete. Ceiling grid will be up by mid-September. Henry Brothers is a great company to work with. They go above and beyond and are responsive to questions. Phase 2 is almost here. The move will take place around October 17. Live & Learn Grant went out to bid and Henry Brothers won the bid. That project will run parallel with the main project. No changes to the schedule. Final move date has remained the same. After the Board approves the Live & Learn grant, Henry Brothers will start ordering materials. Everything is on budget and there is a healthy contingency. We have Change Order 8 to be approved; this will be a credit. There are a couple of change orders that are pending that may result in increased charges.

Window Discussion: This was related to additional windows. We have not wanted to do these because we are unsure of the condition of the roof in the west part of the building. It was finally decided not to add these windows.

Vending machine area: It is difficult to find a coffee vending machine that charges, because they are often designed for businesses that do not charge. Other vendors will take payment, but EITHER cash or credit, not both. Warren-Newport has a vending machine, run by a company that provides for several libraries in the area. We would not have to pay for it, or maintain it, or pay the credit card processing fees. They have a coffee machine that does tea and hot chocolate too. However, this company will only give us a coffee machine if we also take a soda machine as well as a snack machine. They will not make a profit otherwise. We could also give out coupons for patrons to use programs. We would put it next to the bathrooms. We will not have room there for a water fountain, but we did not currently have one there anyway. The major point of discussion, however, is allowing food in the library, as this represents a change in library policy. Kathy did a survey of area libraries and all those libraries allowed food—some in a café area only, some throughout the library. Jennifer said Ela allowed food and did not have problems. She thinks if we allow food, we will have fewer problems than we do now with people sneaking it.

Ann said her concern was that during the referendum we did not mention getting the vending machines so she is worried that we are breaking a promise to voters. Susan said we told them we were going to give them coffee so we are honoring the promise we gave. When we spoke to the community, Courtney had clarified that it was a Keurig; but this proposal came up and it does not cost what the Keurig would.

The vending machine company would take all the profits, but it would not cost the Library anything. Contract is for a year and then can be reevaluated.

There was some discussion of having vending machines be the first thing you see when you enter the Library. However, Jennifer reminded everyone that the entrance is being redone, so people may be drawn to the fireplace and the collection.

Jennifer also spoke about the charges associated with collecting money. She thought she might want to not charge for a Keurig just due to those extra charges.

Becky asked if there was a way to hide the vending machines, or beautify them in some way. Jennifer thought not. The security gates have to be past the doorframe, and the vending machines will be past that. There probably is not enough room for any additional, because the spacing is tight. Becky thought maybe we could buy a cling to use the side as advertising space.

Chris asked if there was some other place in the Library to put them. The vending company is giving them to us based on that location and there is already plumbing there. The other idea was by the copy machine in front of the circulation desk, but it would need plumbing. Tom thought it would be convenient because there is not a place very close to get coffee from.

Kathy was happy it is all contained so staff do not need to tend to it. Vendor did say that he expects to make \$300 from each machine per month. If after a year he does not make that, he might charge a lease. We can also buy the coupons to give to patrons or people meeting here.

Becky Masik suggested offering to outside groups to buy the coupons. Tom requested a vote on the proposed vending plan: Ann moved, Paul seconded. Aye: Becky Masik, Ann Kakacek, Susan Moore, Chris Riter, Paul Hettich, Tom Hausman

Dedication Plaque: Studio GC put together some samples of what they have done on other projects. Jennifer passed out the samples. The first thing to determine is the wording, then the design. WNPL also had a list of Board members at the time of approval as well as completion. Becky, as the Chair of the Renovation and Expansion Committee will come up with the wording. Jennifer suggested the 2002 plaque get moved to the back hallway next to the 1974 plaque and put the new one where the 2002 plaque is. Tom thought the Board that decided to go for referendum should be honored as well as the Board at the time of completion.

Tom suggested that the grassroots committee be on it, but this was rejected because of the legal issues.

Becky Masik liked the Wheaton one because the two Boards were incorporated into the design.

Jennifer asked Becky Jacobson and Sarah Olsen to design the plaque once the wording has been decided. Rick had a birch tree design in mind. Becky Masik pointed out that the Oak Park one is etched glass, not bronze. Jennifer will send Becky Masik a list of names of who was on the Board at the time of referendum and who were on at time of completion. Also, add CCS.

(Susan left the room around 8:15pm.)

- i. Construction Change Order—Approval of Change Order 8 to Henry Brothers in the sum CREDIT of (\$1,360.64).**

Becky Masik moved to accept the construction change order 8 for the credit of \$1,360.64, Paul seconded. Aye: Paul Hettich, Chris Riter, Tom Hausman, Ann Kakacek, Becky Masik (Susan was out of the room at the time.)

- ii. Henry Brothers Pay Application #6 Approval to issue payment for Henry Brothers Payment Application #6 in the sum of \$665,060.34.**

Chris moved to approve the pay application #6 to Henry Brothers in the sum of \$665,060.34. Becky seconded. Aye; Paul Hettich, Chris Riter, Ann Kakacek, Becky Masik, Tom Hausman (Susan was out of the room at the time.)

- iii. Furniture Package #6 Approval to award and enter into an agreement with Board President as signatory for APLD Furniture Package #6 Ancillary Furniture with Interior Investments, for the lump sum of \$56,292.67.**

Becky Masik moved to approve to award and enter into an agreement with Board President as signatory for APLD Furniture Package #6 Ancillary Furniture with Interior Investments, for the lump sum of \$56,292.67. Paul Hettich seconded.

There was some discussion. Jennifer passed around pictures of the proposed furniture. Graham said they had recently worked on a project in Villa Park with Interior Investments and they were great to work with. Jennifer explained the package and why the changes were made and where the furniture would be going. (Susan returned 8:25pm.)

Vote: AYE: Ann Kakacek, Becky Masik, Paul Hettich, Chris Riter, Susan Moore, Tom Hausman

- iv. **Live and Learn Grant Restroom Renovation Project General Contractor Award Approval to award and enter into an agreement with Henry Brothers, with Board President as signatory, for the APLD Live and Learn Grant Restroom Renovation Project, for the lump sum of \$156,750**
Chris Riter moved to award and enter into an agreement with Henry Brothers, with Board President as signatory, for the APLD Live and Learn Grant Restroom Renovation Project, for the lump sum of \$156,750. Paul Hettich seconded.

The bids received for this project were D. Kersey \$212,200, Happ Building \$177,300 and Henry Brothers \$156,750.

Vote: Aye: Ann Kakacek, Becky Masik, Paul Hettich, Chris Riter, Susan Moore, Tom Hausman

B. Secretary's Audit Committee

There were some missing signatures, but they were caught.

X. New Business

A. Budget and Appropriation Ordinance 22-4

Susan Moore moved that we approve the Budget and Appropriation Ordinance 22-4. Paul Hettich seconded. Jennifer explained a few changes that were made; bindery was increased because a project was not billed in time for last fiscal year. We switched adult fiction and non-fiction amounts. Tort Immunity fund went up a lot, because we will be paying for our annual insurance twice in one year to get us on the correct schedule. Vote: Aye: Becky Masik, Ann Kakacek, Susan Moore, Chris Riter, Paul Hettich, Tom Hausman.

Susan Moore moved and Ann Kakacek seconded a motion to adopt Ordinance 22-4; an Ordinance Regarding the Transfer of Funds Between Line Items in the Building Fund and the Tort Immunity Fund. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; and Thomas Hausman, aye.

B. Treasurer's Estimate of Revenues 2022-23

Becky will sign and it will be filed with the County.

C. Notice of Resignation of Courtney Kotloski from the Board of Trustees and Recommendation of Reluctant Acceptance of Resignation

Jennifer read an email from Courtney tendering her resignation August 8, effective immediately.

Susan Moore moved that we reluctantly accept Courtney's resignation. Paul Hettich seconded. Vote aye: Becky Masik, Ann Kakacek, Susan Moore, Chris Riter, Paul Hettich, Tom Hausman.

D. Appoint One Trustee for Unexpired Two Year Term

Tom thought Helen Harold would be a good Board member to complete Courtney's term. He has been trying to reach her to ask her about it. We could also find someone else or we could leave the position vacant, as there will be an election in the spring. We went over whose terms were expiring and who would need to run again. Becky said that if we appoint for an unexpired term, that is one thing but she did not like appointing for two years or more, unless the position has been advertised to the whole community.

Susan suggested we put our upcoming elections in the newsletter, and on social media.

E. PMPER13: Bulletin Boards

We are just updating our policy to represent our current practice.

Susan Moore moved to approve the updated bulletin board policy, Paul Hettich seconded. Aye: Becky Masik, Ann Kakacek, Paul Hettich, Chris Riter, Susan Moore, Tom Hausman.

F. Appendix C: Teen Services Assistant Job Description

This position now reports to the Head of Teen Services, and a couple other small changes.

Ann Kakacek moved that we adopt the Appendix C: Teen Services Assistant Job Description, Chris Riter seconded. Aye: Paul Hettich, Chris Riter, Susan Moore, Ann Kakacek, Becky Masik, Tom Hausman.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Ann Kakacek moved and Paul Hettich seconded the motion to adjourn at 9:18p.m. All voted aye.



Susan Moore, Secretary